

Document No. ~~Approved For Release 2001/11/01 : CIA-RDP78-04718A001800090002-3~~ *Records*

No Change in Class. *✓*

☐ Declassified

Class. Changed to: *TS*

Next Review Date: *8/8*

Auth.: HR 70-3

Date: *12-21-78* By: *35*

12 August 1955

MEMORANDUM FOR: Deputy Director (Support) (Info) - 2 ✓
 Deputy Director (Intelligence) - 10
 Deputy Director (Plans) - 19
 Director of Communications - 3
 Director of Personnel - 5
 Director of Logistics - 9
 Director of Training - 3
 Director of Security - 10
 Comptroller - 3
 Chief, Medical Staff - 3
 Chief, Audit Staff - 1
 Inspector General - 1
 Cable Secretary - 1
 S/A to DCI for Planning and Coordination (Info) - 1
 General Counsel - 1

SUBJECT: Proposed Regulation No. [REDACTED] Records Management
 (Job #1320-VJB)

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1. Proposed R [REDACTED] is submitted for your concurrence and comment.
2. This regulation supersedes CIA Regulation No. [REDACTED] and includes program elements not previously covered. Specifically, it brings forms management, reports management, and correspondence management within the scope of records management; assigns responsibility for technical supervision of the Repository to the Management Staff; and provides for top level support by assigning to the Deputy Directors responsibility for establishing and maintaining area programs.

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3. This regulation is proposed by the Chief, Management Staff. Questions may be directed to [REDACTED] Chief, Records Management Staff, extension [REDACTED]

4. It is requested that your concurrence and comments be indicated on the attached Concurrence Sheet and submitted to this Staff by 2 September 1955.

Enclosures:

1. Proposed regulation
2. Concurrence Sheet

[REDACTED]
 Chief, Regulations Control Staff

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MS/RCS: [REDACTED]:mgm/791 (8 Aug. 55)

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